



Hopi Tribal Housing Authority

Inspector

Under the direct supervision of the Project Manager or assigned designee, performs administrative duties and advanced construction inspections. Evaluates work quality, materials, and construction practices to ensure compliance with industry standards on a variety of federally funded projects (NAHASDA/HUD), including scattered sites, subdivisions, and model activities. Ensures all work conforms to construction documents, Hopi Tribal Housing Authority policies and procedures, applicable Hopi Tribal laws and ordinances, and established industry standards.

Job Title	<i>Inspector</i>	Reports to	<i>Project Manager</i>
Department	<i>Development – Construction Management</i>	Classification	<i>Exempt</i>
Class Code	<i>0809</i>	GS Scale	<i>9</i>

ESSENTIAL DUTIES

- Review plans and specifications for assigned projects and participate in pre-construction conferences.
- Attend and actively participate in planning and construction meetings, staff meetings, and conferences with federal, state, tribal, and other agencies as needed.
- Conduct routine to complex field inspections of NAHASDA/HUD-funded projects, including civil utility layouts, grading (rough and final), site preparation, foundations and floor systems, exterior and interior walls, cosmetic features, structural elements, HVAC (mechanical), plumbing, electrical systems, fire protection and alarm systems, on- and off-site sanitary, water, electrical, and propane gas distribution systems, as well as curbs, gutters, sidewalks, and survey monumentation.
- Inspect materials for identification and compliance with specifications and assess work in progress to ensure contractor adherence to contract requirements.
- Perform periodic job site inspections to review and approve pay applications and prepare written technical narrative reports and other project documentation as required.
- Monitor staffing reports and payroll for compliance with Hopi TERO and the U.S. Department of Labor's Davis-Bacon and Related Acts (DBRA).
- Develop and implement inspection schedules covering all phases of pre-construction and construction activities, including close-out procedures.
- Communicate firmly and tactfully with staff, contractors, architects, engineers, consultants, local

utility authorities, tribal representatives, and relevant governmental agencies and entities.

- Recommend corrective actions to the Development Director and/or Chief Executive Officer as needed, including design alterations, change orders, field orders, submittals, requests for information (RFIs), and material substitutions.
- Resolve construction-related issues concerning specifications, workmanship, labor compliance, and safety.
- Under the direction of the Program Manager, assist in compliance with adopted building codes (IRC, UBC, NEC, etc.) and local utility codes throughout the construction process.
- Maintain professional excellence by researching new technologies and industry best practices through workshops, seminars, conferences, professional publications, and networking with professional societies and contracting agencies.
- Implement and enforce OSHA regulations to maintain a safe working environment on project sites.
- Contribute effectively to team efforts and achieve related project goals.
- Perform additional duties as assigned or necessary.

REQUIRED QUALIFICATIONS

1. Either;
 - a. Bachelor's degree in engineering, Architecture, Construction Management, or related field preferred with two (2) years' experience in a related field; or
 - b. Associate's degree in any related field plus three (3) years' experience in construction management, building inspection, engineering or equivalent combination of education and experience providing the ability to perform the required duties;
2. Building Inspectors Certifications in ICBO or other ICC Certifications preferred.

REQUIRED EXPERTISE

- Skilled in planning, organizing, and supervising construction projects.
- Proficient in operating business computers and office equipment, including word processing, spreadsheets, database software, and construction project management tools.
- Experienced in applying architectural and construction techniques to solve technical problems.
- Skilled in estimating labor needs and applying cost estimates for various projects.
- Knowledgeable about the functions, structure, policies, and procedures of the Hopi Tribal Housing Authority.
- Familiar with relevant federal, state, county, and local laws, regulations, and requirements.
- Proficient in business English, including correct spelling, grammar, punctuation, and basic arithmetic.
- Well-versed in construction methods, practices, and techniques, including trade standards for new construction, remodeling, and maintenance of building facilities.
- Knowledgeable in quality assurance, inspection processes, and technical document preparation.
- Understanding of HUD guidelines and regulations governing Indian Housing programs.
- Familiar with federal procurement regulations and procedures.
- Knowledgeable in carpentry, masonry, finishing, electrical, utility, mechanical, and plumbing trades, with advanced general construction expertise.
- Experienced in material sampling, testing, estimating procedures, soil mechanics, geology, and building codes adopted by HTHA or the Tribe.
- Able to communicate effectively in English, both verbally and in writing.
- Able to understand and apply OSHA laws and regulations.
- Capable of inspecting moderate to complex construction projects, including structural components.

- Skilled at developing and maintaining project schedules using computer software.
- Able to identify faulty materials and poor workmanship, recommend remediation methods, and perform necessary mathematical calculations.
- Able to establish and maintain positive working relationships.
- Capable of working independently and efficiently under pressure, making sound decisions, and exercising good judgment.
- Skilled in preparing and presenting detailed reports, writing policies and procedures, analyzing situations, adopting appropriate actions, managing multiple tasks, meeting deadlines, and following oral and written instructions.

SUPPLEMENTAL REQUIREMENTS

1. All hires are contingent pending a satisfactory outcome of successful pre-employment screening in accordance with applicable laws, regulations and the Hopi Tribal Housing Authority Personnel Policy
2. A valid Arizona Driver's License is required with no DWI/DUI convictions within the last three (3) years. Must be insurable through HTHA's vehicle policy and maintain throughout the duration of employment.
3. Must pass a background investigation in accordance with applicable laws and regulations pertinent to Tribal Housing Authorities.
4. Must be able to pass pre-employment drug, alcohol and substance screening and randomly throughout term of employment.
5. Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act, Title 25, U.S. Code, and Section 472 & 473. The Hopi Housing Authority is committed to equal opportunity without discrimination due to race, sex, religion, color, national origin, marital status, disability and sexual preference.

Approved By	
Title	<i>Chief Executive Officer, Hopi Tribal Housing Authority</i>
Date Approved	December 1, 2025